

[Bank/Institution Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address Line 1]
[City, State, Zip Code]

Subject: Daily Sweep Account Transfer Confirmation

Dear [Client Name],

This letter serves as a formal confirmation of the automated sweep transfer performed for your account on [Transaction Date].

In accordance with your standing instructions and the terms of your Sweep Account Agreement, the following transaction was completed:

- **Source Account:** [Account Number - Last 4 Digits]
- **Destination Account:** [Account Number - Last 4 Digits]
- **Transfer Amount:** [Currency Symbol][Amount]
- **Remaining Balance in Source Account:** [Currency Symbol][Amount]
- **Transaction Reference Number:** [Reference Number]

The purpose of this transfer was to [maintain target balance / maximize interest earnings / pay down credit line].

Please review your account statement through our online portal for a full history of your daily sweep activity. If you notice any discrepancies or have questions regarding this transfer, please contact your Relationship Manager or our Customer Service department at [Phone Number] within [Number] business days.

Thank you for choosing [Bank/Institution Name].

Sincerely,

[Authorized Signatory Name]
[Title]
[Bank/Institution Name]